KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Workshop on "*Research Methodology, Writing Practices, Language and Soft Skills*"

Guidelines of the Scheme

1. Introduction

The Workshop on "Research Methodology, Writing Practices, Language and Soft Skills" is envisaged to benefit young researchers particularly women in enhancing their research capabilities and to improve the quality of their research output.

The Workshop topics include; *Research Methodology – Fundamentals & Practices, Literature Survey, Processing & analysis of data, useful software tools, Manuscript preparation, Effective presentation, Creative thinking, Language skills, Patenting & IPR for research, Soft skills such as Interpersonal Relationships, Leadership Guidance, Emotional Quotient etc., and Funding sources at State, National and International Level.*

2. Who can apply

Senior and middle level Scientists/ Academicians in the fields of Science from reputed R&D/Academic institutes in the Central/State Sector in Kerala. are eligible to apply.

3. Time slot to apply

Application can be submitted in response to KSCSTE notification issued once a year, normally during June/July.

4. How to apply

Application format is attached in Annexure-1

5. Apply in prescribed format

> Format for budget proposal

The proposal may contain details of expenditure under different heads viz., (1) *TA & Honorarium to experts*, (2) *Printing & Postage expenses*, (3) *Course Materials*, (4) *Local Hospitality (to be limited to Rs. 120/- per person)*, (5) *Miscellaneous*. Maximum grant permitted for the two-day workshop is Rs. 40,000/-.

> Attach following relevant documents

1. Bio data of Co-ordinator (not more than 2 pages)
2. Technical details on the programme
3. Details of previous programmes sanctioned/ grant received by the institute from KSCSTE during the past 3 years' (enclose the copy of UC)
4. Consent letter from all Resource Persons

6. Social Relevance and tangible output

Practising good research and presenting research findings before the scientific community is very important in science research. The workshop is intended to support young researchers, especially women, in enhancing skills on effective research practices and to improve the quality of research documentation. A good number of quality research publications is the tangible output of the programme.

7. **Maximum grant amount and duration**

   The maximum grant permitted for the two-day workshop is Rs. 40,000/-.

8. **Procedure of operation of the scheme**.

   - **Scrutiny of the Application** : Preliminary Screening by WSD and final scrutiny, screening and selection by the Research Advisory Committee (RAC) of WSD

9. **Issuing Sanction Order and release of 1ˢᵗ instalment**

   - **Date of conduct of the Programme**: The applicant should conduct the programme within one month of receipt of first instalment of grant from KSCSTE.
   - **Submission of Programme Report** : The Programme Report and other financial documents should be submitted to KSCSTE within one month of conducting the programme.
   - **Progress Monitoring/Review procedure**: Upon issue of sanction order, the grant will be released in two instalments. 50% of the grant will be released as 1ˢᵗ instalment immediately on sanction of the programme. The programme review is based on the Programme Report submitted to KSCSTE upon conducting the programme. The release of second and final instalment is based on the review of Programme Report.

   - **Periodic submission of SE & UC**: The Audited Statement of expenditure and Utilisation Certificate for the entire grant should be submitted to Council within one month of conducting the programme

   - **Other necessary conditions as per the scheme:**

     - Institutions who have received grant for conducting programme under the same scheme during the past two years are not eligible to apply

     - The number of participants admitted to the workshop shall be limited to 50. At least 50% of the seats are to be set apart for women participants.

     - At least 50% of the participants should be from outside institutions selected based on prior registration

     - The participants should include Post-Graduate students, Ph.D. scholars and young research faculty chosen based on their research aptitude.

     - The proposed Institute should belong to the category of "***Government" or "Aided Institution***" and the proposed Department should have ***Govt. approved/ Aided Post-Graduate programme***.

     - The Co-ordinator should be an expert in any field of Science and should be a permanent employee of the Institute.

     - One of the topics should compulsorily be on ***"Language and Writing Skills for Researchers***" and faculty from the English departments of Colleges or Universities shall be invited for the purpose

     - Detailed programme schedule with the Name and Affiliation of Resource Persons and their corresponding topics should be included in the proposal. Consent letter and Bio-data of the resource persons should also be submitted along with the proposal.

     - Adequate coverage should be given through letters/notices in colleges/research institutions in the vicinity of the organising institution.

> ➢ Organizers should ensure that due acknowledgment to KSCSTE is provided in all brochures, invitation cards, publicity materials and proceedings brought out in connection with the programme with the wordings '***jointly organized by KSCSTE***'

- **Conditions if the progress is not satisfactory** :

  Sanction and release of the second instalment of the grant is subject satisfactory completion of the programme and submission of the relevant documents to KSCSTE.

10. Release of further instalment of grant

Grant is transferred to the Head of the Institution through Electronic money transfer. Second and final release is made only on conducting the programme by the Co-ordinator and submission of Report and other technical documents, Statement of expenditure and Utilisation certificate for the full sanctioned amount.

11. Programme Completion documents

- Programme Report- One copy
- Workshop proceedings volume/Lecture notes/technical presentations of individual Resource Persons, hand-outs and other presentation materials distributed to the participants
- Newspaper clippings and photos related to the programme.
- Audited Utilization Certificate and statement of Expenditure of the programme in the prescribed format, signed by the Co-ordinator, Head of the Institution and Finance Head.
  (Soft copies of all the above documents are to be forwarded to the e-mail ID: wsd.kscste@kerala.gov.in)

12. Final review of the Programme Report

The Programme report will be reviewed by KSCSTE before sanction and release of second and final instalment of grant

13. Re-appropriation of Funds and Extension details

Re-appropriation of grant among sanctioned sub-allocations is normally not allowed. However, in cases where re-appropriation is essential, the Co-ordinator should request for re-appropriation and get it sanctioned from KSCSTE before the due date of the programme.

14. Guidelines for publication of programme output

A copy of Workshop proceedings volume (if any) should be forwarded to KSCSTE

15. General Conditions

Selection is based purely on the Status of the Institution, Expertise of the Co-ordinator and merit of the proposal. Canvasing in any form will lead to disqualification.